



APPLICATION FOR EMPLOYMENT

The Santee-Lynches Regional Council of Governments is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability, or veteran status.

Name _____ Date _____
Last First Middle

Address _____
Street City State Zip Code

Position Sought _____ Full Time Part Time

Date Available _____ Phone Number _____

Are you over 18 years old? _____

Are you legally eligible for employment in the United States?
(If offered employment, you will be required to provide documentation to verify eligibility.)

Education:

Highest Education Level Attained: _____

List up to 3 Degrees/Diplomas/Certifications

Higher Education Institution: Numbers of years completed _____

School _____ City/State _____

Major _____ Degree Earned _____

Year Complete _____

Higher Education Institution: Numbers of years completed _____

School _____ City/State _____

Major _____ Degree Earned _____

Year Complete _____

Higher Education Institution: Numbers of years completed _____

School _____

City/State _____

Major _____

Degree Earned _____

Year Complete _____

**If you need to list additional Educational Institutions, please use the format above and include on an additional page.*

Other Applicable Training or Skills:

Professional License, Certifications, and Membership Associations:

**(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status, or any other protected status.)*

Applicable Software Skills:

Applicable Technical Skills:

Employment: List current/last employer first, including U.S. Military Service.

May we contact your present employer? Yes No

If any employment was under a different name, indicate name: _____

Current/ Former Employer _____	Address _____	
Tel: _____	Position: _____	Supervisory Role: _____
Dates of Employment:	From _____(Mo/Yr)	To _____ (Mo/Yr)
Salary _____	Supervisor _____	Department _____
Full Time _____	Part Time _____	No. of Hrs. _____
Reason for Leaving _____		

Former Employer _____	Address _____	
Tel: _____	Position: _____	Supervisory Role: _____
Dates of Employment:	From _____(Mo/Yr)	To _____ (Mo/Yr)
Salary _____	Supervisor _____	Department _____
Full Time _____	Part Time _____	No. of Hrs. _____
Reason for Leaving _____		

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Full Time _____	Part Time _____	No. of Hrs. _____
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Salary _____ Supervisor _____ Department _____

Full Time _____ Part Time _____ No. of Hrs. _____

Reason for Leaving _____

Former Employer _____ Address _____

Tel: _____ Position: _____ Supervisory Role: _____

Dates of Employment: From _____(Mo/Yr) To _____ (Mo/Yr)

Salary _____ Supervisor _____ Department _____

Full Time _____ Part Time _____ No. of Hrs. _____

Reason for Leaving _____

Former Employer _____ Address _____

Tel: _____ Position: _____ Supervisory Role: _____

Dates of Employment: From _____(Mo/Yr) To _____ (Mo/Yr)

Salary _____ Supervisor _____ Department _____

Full Time _____ Part Time _____ No. of Hrs. _____

Reason for Leaving _____

**If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.*

Explain any gaps in your work history: _____

Have you ever been discharged or asked to resign from a job? _____

If yes, explain: _____

Professional References (must provide 3):

Name _____

Phone _____

Email _____

Relationship _____

Name _____

Phone _____

Email _____

Relationship _____

Name _____

Phone _____

Email _____

Relationship _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I hereby release Santee-Lynches Regional Council of Governments from any/all liability of whatever kind and nature which, at any time, could result from obtaining and basing an employment decision on such information.

_____ **Initial**

I authorize Santee -Lynches Regional Council of Governments to verify their accuracy and to obtain reference information on my work performance from my previous employers.

_____ **Initial**

I understand that falsified statements of any kind or omissions of facts called for on this application may result in disqualification for consideration for employment or, if already employed, grounds for immediate dismissal.

_____ **Initial**

I understand that should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules and regulations of employment of Santee-Lynches Regional Council of Governments. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that employees of Santee-Lynches Regional Council of Governments are employed **AT WILL**. This means that either the employee or the council may end employment at any time and for any or no reason.

_____ **Initial**

Name of Applicant _____

Date: _____



**Application for
ACCOUNTANT/GRANT ANALYST**

Supplemental Questions

Provide detailed responses to the questions and attached to your application package. You may use a separate sheet if needed.

1. What relevant strengths would you bring to our organization? How would you use them to make us better?

2. Describe how you learned a new difficult task. How did you approach it? What steps did you take to become proficient?

3. Provide an example of how you streamlined the employee payroll process or fixed an employee payroll problem

SUPPLEMENTAL QUESTIONS CONT.

4. When was the last time you performed an internal audit of your organization's financial records and internal controls? What did you find?

5. Provide an example of how you accurately tracked funds from multiple sources (state, federal, private). What were some of the internal controls used to ensure the use of the funding complied with the guidelines of the funding source?